

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE:     SUPPORT SERVICES**

**DATE:            JUNE 27, 2013**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS   TAYLOR  
                  STRAINER  
                  LOEB  
                  MCDEVITT  
                  FRASIER  
                  MASON  
                  VANSELOW

**OTHERS PRESENT:**

AMY CLUTE, SELF-INSURANCE ADMINISTRATOR  
ROBERT METTHE, DIRECTOR OF INFORMATION TECHNOLOGY  
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
MARTIN AUFFREDOU, COUNTY ATTORNEY  
JOAN SADY, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS KENNY  
                  SOKOL  
                  WESTCOTT  
                  WOOD  
DAN STEC, NEW YORK STATE ASSEMBLYMAN  
DON LEHMAN, *THE POST STAR*  
SARAH MCLENITHAN, LEGISLATIVE OFFICE SPECIALIST

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Mr. Taylor called the meeting of the Support Services Committee to order at 9:31 a.m.

Motion was made by Mr. Strainer, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Robert Metthe, Director of Information Technology (IT), who distributed copies of the agenda to the Committee members; *a copy of which is on file with the minutes.*

Commencing the agenda review, Mr. Metthe presented a request for Jeremy Scrim, Senior Programmer Analyst, to enroll in the following job related course:

1. Course Title:   Information Security Management  
   Institution:     Florida Institute of Technology  
   Cost:            \$1,650

Mr. Metthe noted that the course was pertinent to Mr. Scrim's position. In response to a question by Mr. Strainer, Mr. Taylor clarified that the County reimbursement was 50% of the cost for the course. Mr. Strainer questioned if the funds were available in the budget and Mr. Metthe replied affirmatively.

Motion was made by Mr. Vanselow, seconded by Mr. Loeb and carried unanimously to approve the request and forward same to the Personnel Committee. *A copy of the Application for Approval to Enroll in Job-Related Courses by Employee is on file with the minutes.*

This concluded the IT portion of the Support Services Committee meeting and privilege of the floor was extended to Amy Clute, Self-Insurance Administrator, who distributed copies of the agenda to the Committee members; *a copy of which is on file with the minutes.*

Commencing the agenda review, Ms. Clute advised that she had included on the back of the agenda a chart prepared by the Purchasing Department summarizing the proposals submitted to provide insurance broker services to the County. She stated there were significant differences in the amounts submitted; she noted that she had reviewed each proposal and confirmed they all satisfied the scope of services required.

Ms. Clute apprised that Rose & Kiernan Inc. had submitted the lowest proposal, offering their services for an annual fee of \$25,000. She noted their proposal included servicing the County's Excess Workers' Compensation and Specific Employers Liability for no commission, which would provide an estimated savings of \$16,400. She explained that USI Insurance Services LLC was the current broker for the Excess Workers' Compensation and Specific Employers Liability coverages ; however, she stated, the contract was expiring at the end of the year.

Mr. Vanselow pointed out that the estimated savings should be subtracted from the \$25,000 fee; therefore, he said, the proposal was estimated to be \$8,600. Mrs. Clute advised the commission rates varied on an annual basis and that this year it was \$16,400. Mr. McDevitt queried how there could be such noticeable differences between the highest and lowest proposals submitted for the same service. Mr. Taylor explained that a fee was paid to Insurance Brokers by customers to shop around for the lowest rates. Mr. McDevitt queried if any of the other proposals submitted included servicing the County's Excess Workers' Compensation and Specific Employers Liability policies and Ms. Clute replied in the negative.

Mr. Strainer questioned whether it was unfair to the other vendors for Rose & Kiernan Inc. to have included the service in their bid, as the Request for Proposals (RFP) had not stated a need for the brokers services relating to Excess Workers' Compensation and Specific Employers Liability services. Mr. Dusek responded that if the proposal submitted by Rose & Kiernan Inc. had been in the mid to high range and the other vendors had not been offered the opportunity to include the services in their proposal it would have created a challenge; however, he explained, because they were already the lowest bidder it was not an issue.

Mr. Taylor noted that the existing broker had done an excellent job but there was a significant difference between the fees. Mr. Strainer asked Ms. Clute if there was any substantial differences in the proposals other than the fees and Ms. Clute replied in the negative. Mr. McDevitt asked how long the contract was for and Ms. Clute responded that it was a three year contract with the option to extend it for another three years. Mr. Strainer pointed out that if the County was unhappy with the services there was the option to terminate services with 60 days written notice.

Ms. Clute reminded the Committee that they had discussed extending the existing contract with USI Insurance Services LLC to provide brokers services for the County's Excess Workers' Compensation and Specific Employers Liability at the January 25, 2013 Committee meeting. She said she had been advised by Julie Pacyna, Purchasing Agent, that they could let the contract expire on December 31, 2013. Mr. Dusek advised he felt that if the Committee were to authorize the contract with Rose & Kiernan, Inc. it was pertinent to include that this firm would also be brokering the County's Excess Workers' Compensation and Specific Employers Liability coverages. Ms. Clute asked whether the contract with USI Insurance Services LLC should be terminated early and Mr. Dusek replied he felt that determination should be made by the insurance broker.

Motion was made by Mr. Mason, seconded by Mr. Vanselow and carried unanimously to authorize a new contract with Rose & Kiernan Inc. for an amount not to exceed \$25,000 annually to provide insurance broker services for a term commencing September 22, 2013 and terminating September 22, 2016, with said contract to include broker services for the County's Excess Workers' Compensation and Specific Employers Liability policies for no additional commission effective January 1, 2014. *A copy of the resolution request form is on file with the minutes.*

Mr. McDevitt noted that there was an article in today's *Post Star* pertaining to the Fund for Lake George, IBM and Rensselaer Polytechnic Institute (RPI) teaming up for a project to turn Lake George into "the smartest lake in the world". He said the project was going to evaluate and analyze the state of the water quality within Lake George and he anticipated this would make national and international news.

Regarding the Pending Item listed on the agenda, Mr. Taylor advised there would be no discussion today on the Travel Policy and County Vehicle Use Regulations, as it was being revised and would be addressed at a future meeting.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Strainer and seconded by Mrs. Frasier, Mr. Taylor adjourned the meeting at 9:46 a.m.

Respectfully submitted,

Sarah McLenithan, Legislative Office Specialist